

Franklin County Community School Corporation

Job Title	Bus Aide			
Position Type	full time	certified	■ 180 days	220 days
	■ part time	■ non-certified	185 days	230 days
			190 days	12 months
			195 days	as needed
			210 days	

Job Purpose: The purpose of the Bus Aide is to assure a safe and orderly ride for all student passengers on the school bus by assisting students with seating, securement, assistive devices, and behavioral concerns.

Duties:

1. Follow all established rules, practices, and procedures as outlined in Corporation policies, including the Administrative Handbook, School Bus Drivers' Handbook, and Student/Parent Handbook.
2. Maintain a cooperative working relationship with the school bus driver, school staff, and other school personnel.
3. Demonstrate a positive, caring and supportive attitude to students and their parents/caregivers at all times, including, where appropriate, engaging students in positive conversation, without fostering or encouraging intense emotional involvement.
4. Assure that students get on and off the bus in a safe and orderly fashion.
5. Provide direct supervision of students on the bus and be the primary individual responsible for maintaining order and discipline on the bus.
6. Ensure that students are properly restrained/secured as directed by the student IEP and/or the Director of Transportation, including wheelchair restraints/securements, child seats, seat belts, and harnesses.
7. Teach and assist students with hygiene tasks such as wiping noses, excess salivation, and other health care needs as required by the student IEP.
8. Maintain a high level of ethical behavior and maintain confidentiality of student information and use discretion at all times regarding personal information.
9. Refrain from using tobacco products or alcohol on school property. Refrain from consuming alcohol before the conclusion of the work day and refrain from abusing alcohol or illicit drugs at any time.
10. Refrain from discussing vulgar, offensive, suggestive, or prejudicial topics/language at any time on the school bus.
11. Communicate with the driver on issues such as safety and comfort on the school bus.
12. Be knowledgeable and proficient in the operation of the school bus radio, wheelchair lift and securements, emergency equipment, and basic school bus operation in the event of the incapacitation of the school bus driver.
13. Demonstrate an awareness of the potential risk and consistently use universal precautions for infection control.
14. Assist the driver in conducting school bus evacuation drills.
15. Attend and participate in in-service training programs as assigned.

Skills/Qualifications:

1. Shall possess at least a high school diploma or equivalent.
2. Shall meet the standards set forth in Indiana Code 20-27-8-1 and submit a properly executed Physical Fitness Certificate as outlined in Indiana law.
3. Shall be able to get on and off a school bus without assistance.
4. Shall possess the physical agility to push/pull, squat, twist, and turn.
5. Shall be punctual and dependable in work attendance.

Evaluated by	Director of Transportation
	The employee shall be evaluated annually.